

Accountable Students & Test Verification

The Accountable Students & Test Verification is the process to verify the school's enrollment, student demographics, verify scanned answer documents and report students that did not test. This function was formerly known on the old Secure Site as Expected to Test, Tested Roster and Students Not Tested.

Getting Started

Select Accountable Students & Test Verification from the Student Information menu on the Secure Site. Select the ISD, District, School and the Test Period from the drop down menus and click the Search button. If you change the school, you will need to click the Search button each time to display the correct Task List for the school.

There are multiple ways available to review the data and identify discrepancies.

1. A user can click on the first link under each heading.
 - a. The screen displays possible discrepancies to be reviewed to determine if there is student data that needs to be corrected or answer document discrepancies to be reported or appealed.
 - b. If "Mark this section reviewed" is selected before leaving the screen, a green check mark will be placed on the task list for the function. This does NOT prevent additional access to the screen or to submit any issues during the review period.
 - c. Click the Next button at the bottom right of the screen and you will be directed to the next screen (link from the task list) without going back to the Task List.
2. A user can click on each individual link from the Task List and jump around to each function.
3. A user can go to the complete list at the end of the section (Accountable Students and Answer Documents Received) and review the complete list and use the column filters.

NOTE: A user should always review the complete list for accuracy even when using the links provided to identify discrepancies. All possible issues cannot be identified systematically using the available links.

This review process is important; this is the last opportunity to submit MSDS changes for assessment and accountability reporting and also the last opportunity to resolve issues with answer documents that can affect scoring. Accountability will NOT accept appeals for issues that should have been resolved during this review period.

Verification of Enrollment for Accountability Purposes and Verification of Student Demographics

Students and their demographic information are listed based on the school's enrollment and the student's Primary Education Providing Entity (PEPE) in the Michigan Student Data System (MSDS) on an "as of date" (see current communications for date).

Verification of Enrollment for Accountability Purposes and Verification of Student Demographics on the Secure Site will be updated several times a day from MSDS once the review period has opened. Once an SRM has been certified in MSDS, it will be reflected on the Secure Site after the next update.

Verification of Enrollment for Accountability Purposes

Unmatched Students

Students listed have tested but are not enrolled in MSDS OR they are enrolled in MSDS and do not have a test record on the Secure Site. Since the enrollment and assessment records are matched by UIC, this screen is used to ensure that students do not have more than one UIC or are not linked to the incorrect UIC in the Secure Site. A problem with a UIC number can severely affect your accountability calculations including subgroups and also your assessment reporting.

1. Multiple UIC numbers - If it appears the student has more than one UIC, alert the authorized district MSDS user and have them investigate the situation in MSDS. If the student is found to have more than one UIC, the authorized MSDS person will submit a link request in MSDS to resolve the issue.
2. Incorrect UIC - If the assessment record in the Secure Site has an incorrect UIC, meaning the UIC number belongs to another student, email baa@michigan.gov with the student information so it can be corrected on the Secure Site.
3. If the UIC number is correct for the student, you do not need to do anything. This screen is solely to help identify multiple or incorrect UIC numbers.

If there are no students listed on this screen, then there are no known discrepancies.

Students Tested Not Enrolled in School

The students listed were tested at the school but do not have an enrollment record in MSDS for the school. Was the student enrolled at the school?

1. If yes, then an enrollment record needs to be submitted on an SRM in MSDS by the authorized district MSDS user.
2. If yes, is the school designated as the Primary Education Providing Entity (PEPE) in MSDS?
 - a. If the school is not the PEPE in MSDS and should be, have your MSDS person work with CEPI to resolve this.
3. If no, then this is correct. The student must have tested at the school and an exit record was already submitted in MSDS for the student. If this is the case, then nothing needs to be done in MSDS.

4. Did the student leave prior to testing and did not test at the school? If so, the answer document may have been used by a different student without the barcode label being replaced. Email an inquiry to baa@michigan.gov alerting them to the possible error so it can be resolved.

If there are no students listed on this screen, then there are no known discrepancies.

Students Enrolled Not Tested in School

The students listed have an enrollment record in MSDS for the school but did not take one of the required assessments. Was the student enrolled at the school?

1. If yes, then this is correct. The student must have been enrolled but did not test for one reason or another. A Not Tested reason will need to be submitted for the student from the Verification of Answer Documents or Verification of Not Tested during review.
2. If no, then an exit record will need to be submitted on an SRM in MSDS by the authorized district MSDS user.

If there are no students listed on this screen, then there are no known discrepancies.

Students Tested with Invalid or Unresolved or Missing UIC

The students listed have an invalid, unresolved or missing UIC on the Secure Site. A UIC number is very important when linking up student enrollment to the testing record for accountability calculations. Also student demographics are attached to the student in the Secure Site from MSDS using the UIC number. A problem with a UIC number can severely affect your assessment reporting and accountability calculations including subgroups.

1. Verify the UIC belongs to the student and that an incorrect UIC was not attached to the student in the Secure Site.
 - a. Incorrect UIC - If the assessment record in the Secure Site has an incorrect UIC, meaning the UIC belongs to a different student, email baa@michigan.gov with the student information so it can be corrected on the Secure Site.
2. Verify the student's name and date of birth (DOB) match between MSDS and the Secure Site.
 - a. If the students name or DOB is incorrect in MSDS, the authorized district MSDS user needs to submit an SRM to correct the data in MSDS.
 - b. If the student's name is correct in MSDS but incorrect in the Secure Site, email the student UIC number and the portion of the name that needs to be corrected to baa@michigan.gov.
 - c. If the student's DOB is incorrect in the Secure Site, correct it in the student's demographic screen using the Student Search function.

If there are no students listed on this screen, then there are no known discrepancies.

Accountable Students Enrolled

The students listed are enrolled in the school and the school is the Primary Providing Entity (PEPE) on an “as of date” (see current communications for date). The student’s demographic information that will be used for assessment reporting and accountability subgroups are also included. You can review the demographic information in Verification of Student Demographics (next section). For WIDA, the list is based on students enrolled AND identified in a limited English program (LEP) and not exited as proficient by the end of the previous school year.

1. Don’t forget to use the column filters for easier review of the list of enrolled students.
2. Make sure to check your list to ensure home schooled and nonpublic school students that you service are not listed. If the student(s) is listed, they are showing enrolled at the school.
 - a. The authorized district MSDS user must submit an SRM file in MSDS to update the residency code to home school or nonpublic school resident.
3. Look for any other inaccuracies to the enrolled list of students. Not all problems can be identified systematically.
4. If a student is not listed and is an LEP student, make sure the student is enrolled and also identified in an LEP program in MSDS.
 - a. An SRM can be submitted to update a student’s LEP program or enrollment record.
 - b. Students can be exited as proficient from the LEP program but it will NOT exclude them from accountability calculations for this current school year.

Verification of Student Demographics

Students Taking Alternative Assessments Not SE

The students listed have taken an MI-Access but are not identified as being in a special education program in MSDS. MI-Access is for special education students only and if students are not receiving special education services, the scores will be invalidated. Are these students receiving special education services?

1. If yes, then an SRM file needs to be submitted in MSDS by the authorized district MSDS user to correct/update the student information in MSDS.
2. If no, then there is nothing more to do. The student was given an incorrect test and the score will be invalidated.

If there are no students listed on this screen, then there are no known discrepancies.

Economically Disadvantaged Students

The students listed have been identified as economically disadvantaged based on one or more of the following: Student is migrant, homeless, eligible for free/reduced lunch, or was submitted on a direct certification file from the Department of Human Services (DHS).

Economically disadvantaged and homeless are a school year demographic, meaning that once a student is identified, by any school, as economically disadvantaged, they are for the full school year, even if circumstances change. Once a student is reported, this cannot be changed for assessment and accountability reporting purposes.

1. Using the column filters, filter the MS (migrant status) or HL (homeless) to verify that group of students have been reported correctly.
 - a. If a migrant student was reported incorrectly, contact the Office of Field Services at 517-373-6066 to have it corrected in the Michigan Migrant Educational Database System (MEDS).
 - b. If a homeless student has not been reported, the authorized district MSDS user must submit an SRM to MSDS to correct the student information. If a student was reported as homeless but is no longer homeless, the student will remain homeless for the full school year for assessment and accountability purposes.

Demographic of Students Tested

The students listed were tested in the school and demographics were pulled from MSDS using the posted “as of date”.

This screen can be different than the Accountable Students Enrolled above because this screen is only showing students that tested at the school.

1. Don’t forget to use the column filters for easier review of the student demographics.
2. Look for any other inaccuracies to the student demographics and enrollment. Not all problems can be identified systematically.

Verification of Answer Documents

The Verification of Answer Documents is used to assist schools in verifying that all answer documents returned have been accounted for. It is also used to resolve issues with answer documents such as incorrectly marked prohibitive behavior, nonstandard accommodation etc.

Prohibitive Behavior

Students listed had the Prohibitive Behavior field bubbled on their answer document(s) by the student or the school. Students with a prohibitive behavior will not receive a score for the affected content area(s), so it is important to make sure it is correct.

1. Review what is deemed a prohibitive behavior in the Assessment Integrity Guide located at http://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf?20131120122449 and in the assessment manuals.
2. Verify with the school/district assessment administrator, principal, and the teacher that administered the test to ensure that the student did have a prohibitive behavior.
 - a. If the student did participate in a prohibitive behavior, then this is correct and there is nothing more to do. The score will be invalidated.
 - b. If the student did NOT participate in a prohibitive behavior, then an appeal will need to be filed from this page. You can do so by selecting the check box to the left and clicking on the Appeal button at the top left. The appeal will be reviewed.

If there are no students listed on this screen, there was no answer documents marked with having a prohibitive behavior.

Non-Standard Accommodation

Students listed had the nonstandard accommodation field bubbled on their answer document(s) by the student or school. Students with a non-standard accommodation will not receive a score for the affected content area(s), so it is important to make sure it is correct.

Review the accommodations listed in the student's Individualized Education Plan (IEP) or a 504 plan and the available accommodations for state assessments from the Assessment Accommodation Summary Table on the assessment web page.

If the accommodation is not listed in the IEP or 504 and the Assessment Accommodation Summary Table, then it would constitute a nonstandard accommodation.

1. Verify with the school/district assessment administrator, principal, and the teacher that administered the test to ensure that the student did use a nonstandard accommodation.
 - a. If the student did use a nonstandard accommodation, then this is correct and there is nothing more to do. The score will be invalidated.
 - b. If the student did NOT use a nonstandard accommodation, then an appeal will need to be filed from this page. You can do so by selecting the check box to the left and clicking on the Appeal button at the top left. The appeal will be reviewed.

Missing Tests

Students listed are missing one or more required content areas of the assessment. You will need to either submit a Missing Test issue or a Not Tested reason from this screen. Did the student take the content area that is identified as missing?

1. If the student did test at your school, submit a missing test issue using the Missing Test button. Along with the issue you MUST submit a completed Certificate of Attendance and Participation in Assessments form for each student you are reporting with a missing test(s). This form can be found at http://michigan.gov/documents/mde/Certificate_of_Attendance_and_Participation_in_2013_Assessments_441133_7.pdf
2. If the student did not take the content area, submit a Not Tested reason using the Not Tested button. You can find an explanation of the Not Tested reasons under the Verification of Not Tested further down.

If the student is a MI-Access student and took an alternative social studies assessment, you will submit a Not Tested reason and select Alternative Social Studies (MI-Access/MEAP-Access) as the reason the student did not take a state social studies assessment.

If the student is a MI-Access student and in grade 12, you will submit a Not Tested reason and select MI-Access Student as the reason the student did not take a spring assessment.

Out of Level

Students listed have been identified with a discrepancy based on their grade level between MSDS and the answer document submitted. If there is a discrepancy with the MSDS grade and the answer document, the test is considered out of level and will be invalidated. Is the student's grade level in MSDS correct?

1. If the student's grade level is incorrect in MSDS, an SRM file needs to be submitted by the authorized district MSDS person to correct the grade level.
2. Verify the student's UIC is correct in the Secure Site. Sometimes a student will have an incorrect UIC in the Secure Site and this will cause a discrepancy with the demographic information, including the grade level. If the UIC is incorrect in the Secure Site, meaning the UIC belongs to a different student, email the student information to baa@michigan.gov for correction.
3. If the student's grade level is correct in MSDS, then there is nothing more to do and the student's score will be invalidated as out of level.

Answer Documents Received

Students are listed that have one or more returned answer documents for the selected assessment from the school.

1. Verify all students that tested are listed.
 - a. If a student is missing from the list, submit a Missing Student issue.
 - b. If a student moved out during testing and took one or two days of testing at your school, submit a Move request so the answer documents can be moved to the new school. Select "Move Out" as the school if the school is not within the district or you do not know where the student moved to.
 - c. If a student is listed as tested that did not test at the school, submit a Move request.
2. Check for students listed more than once. If more than one barcode number was used on a student's answer documents, they will appear in the list as different students. Students listed more than once will need to be submitted as a Combine issue.
3. If you did not already do so, you can submit Not Tested reasons, Missing Test, and Appeal Prohibitive Behavior and Nonstandard accommodations from this screen.
4. Verify that home schooled students that tested at the school are properly identified as home schooled using the HS column filter.
5. Verify students that are not home school students are not incorrectly identified as home schooled using the HS column filter.

The issues listed above are issues that are being submitted for review. You will NOT see any changes to the Answer Documents Received screen until it has been worked by a DAS staff member.

Supporting documentation can be attached to the answer document issues submitted using the attachment function at the bottom of the issues entry screen.

Answer Document Issues

Missing Tests, Missing Student, Combine and Move issues submitted by the district or school are listed and can be reviewed by Test Cycle. To check the details of the issue or get additional information regarding the status, click on the Issue # to the far left.

You can change or add additional information to an issue while the Issue Status is “Open”. Once the status has been changed, you cannot change or add additional information to the issue.

Answer Document Appeals

Prohibitive Behavior and Nonstandard accommodation appeals submitted by the district or school are listed and can be reviewed by Test Cycle. To check the details of the appeal or get additional information regarding the status, click on the Issue # to the far left.

You can change or add additional information to an appeal while the Issue Status is “Open”. Once the status has been changed, you cannot change or add additional information to the appeal.

All issues will be reviewed within 48 hours after the posted deadline.

Verification of Not Tested

Verification of Not Tested is used to identify students that did not take one or more of the required state assessments. This is needed to determine possible accountability participation exemptions and also for other federal reporting. If a Not Tested reason is not submitted by the district or school, after the deadline the reason will default to absent.

Students that tested but will not be included in accountability calculations will not be included in the Not Tested nor is a reason required to be submitted for the incomplete content areas.

Not Tested

Students listed did not take all of the required content areas in the required assessment. The not tested reasons submitted will be used to determine *possible* accountability participation exemptions and will also be included in mandated federal reporting.

1. You will need to gather information regarding why a student did not take a content area. This will be entered by clicking on the “Add Reason” link to the far left of the student’s name.
2. Submit the Not Tested reason for each content area. If you already did so from the Missing Test, or Answer Documents Received page, you do not have to submit the reason again.
 - **Absent** - Select this reason if the student had excused or unexcused absences, vacation, appointments, etc.
 - **Administrative Error** – Select this reason if there was an error in returning an answer document, missing barcode labels on the answer document, the student was missed for testing, etc. This would also be used if the student’s exit date was not submitted in MSDS. This reason is used when an error occurred on the schools part that prevented the student from being tested, the answer document to be scored, or the failure to update MSDS.
 - **Alternative Social Studies (MI-Access/MEAP-Access)** – Select this reason if the student would have taken a MI-Access or MEAP-Access social studies test if available. These students were required to have taken an alternative social studies assessment, so you will be required to answer additional questions regarding the alternative assessment that was administered.

- **ELL Student Exemption (Reading and Writing Only)** – Select this reason if the student has been enrolled in a US school for one year or less. The year is accumulative and may be accrued through multiple visits to the US. Students must have taken the ELPA Screener, W-APT or most recent Spring WIDA to be eligible for the exemption. This can only be used for MI-Access and not MME.
- **Expelled with Services** – Select this reason if the student was expelled prior to or during testing and is receiving services from the district.
- **Expelled without Services** – Select this reason if the student was expelled prior to or during testing and is not receiving services from the district. A date of expulsion **MUST** be provided.
- **Late Enrollment/Unable to Test** – select this reason for students that enrolled in the school late during the testing window, the school did not have enough materials on hand to the test the student and the opportunity had already passed to order additional materials for testing the student.
- **Medical Exemption** – Select this reason if the student had any medical condition that prevented them from testing. You will be required to submit additional information regarding the illness.
- **Parent Refused/Student Refused** – Select this reason if the parent refused to allow the student to be tested or the student refused to take the test.
- **Suspension** – Select this reason if the student was suspended during the testing window.
- **MI-Access Student** – The student is grade 12 and would have taken the MI-Access assessment if it was available for grade 12 students.
- **Test Scores Missing** – Select this reason if a student tested and answer document was sent for scoring. A missing test issue must have been entered during the Verification of Answer Document review period in order to use this reason. If the answer document was sent for scoring and it was not reported as missing during the Verification of Answer Document review period, you must use the Administrative Error reason.
- **Previously Tested** – Select this reason if the student previously had taken the MME or MI-Access in a prior year. If a student has been held back for several years, the system may not pick up on a test that was taken several years ago.
- **New to State** – Select this reason if the student is in grade 12 and new to the State of Michigan.

Supporting documentation can be attached to the Not Tested Reason submitted using the attachment function at the bottom of the Not Tested reasons entry screen.

Not Tested Issues

Not Tested reasons submitted by the district or school are listed and can be reviewed. To check the details of the reasons submitted or get additional information regarding the status, click on the Request Number to the far left.

You can change or add additional information to the Not Tested reason while the Issue Status is “Open” or “Additional Information Requested”. Once the status has been changed, you cannot change or add additional information.

Accountable Students

The students listed are enrolled in the school based on an “as of date” (see current communication for the date). The student’s demographic information that will be used for assessment reporting and accountability subgroups are also included.

You can filter by “All” students, “Assessed” students, and “Not Assessed” students. You can also submit a Not Tested reason from this page using the “Add Reason” link to the far left.